

## Part X Administration and Planning

Cities are allowed to use their CDBG, HOME, and ESG funds to pay "reasonable program administration costs and carrying charges related to the planning and execution of community development activities". For the CDBG program, costs charged to administration are subject to a statutory limitation that not more than 20% of grant funds plus program income may be used. These "administrative" costs fall into three categories:

**General Program Administration** which generally includes staff and related costs required for overall program management, coordination, monitoring, reporting, and evaluation;

**Planning**, includes funding for studies, analyses, and data gathering, plan preparation and the identification of actions to implement plans. Planning activities also include costs associated with different types of plans: comprehensive plans; individual project plans; community development plans; capital improvement programs; neighborhood or small area plans; Analysis of Impediments to fair housing choice; environmental and historic preservation studies; and, functional plans, such as plans for housing, land use, energy conservation, or economic development; and,

**Capacity Building** activities include those designed to improve the city's capacity (or that of its subrecipients) to plan and manage programs and activities for the CDBG program.

Many of the planning activities that will be carried out with CDBG program funds have been identified in Parts V through IX of this plan, within the goal area of Public Policy and Institutional Structure. This section, however, identifies actions related to overall program administration, planning, and capacity building, and resource allocation for these activities in all areas.

### Goals and Strategies

**General Program Administration:** Administer the City's federal grant programs (CDBG, HOME, and ESG) in an efficient and effective manner.

**Strategy 1** Provide for the overall administration of federal programs in compliance with federal regulations.

Activity/Program	Goals	Budget	Sources
General Program Administration	NA	\$515,500 \$764,165 \$260,000 \$327,315	CDBG HOME

**Strategy 2** Ensure the proper use of federal funds through monitoring and oversight of subrecipients and borrowers.

**Program Planning and Development:** Further the City's community development, housing, and neighborhood revitalization strategies through program or project planning, administration and oversight, and research of issues critical to implementation of community development activities and initiatives.

Activity/Program	Goals	Budget	Sources
Community Development Staffing	NA	\$1,297,000 \$1,815,800	CDBG
Planning Activities	NA	\$84,000 \$105,000	CDBG
North 48 <sup>th</sup> Street/University Place Plan	NA	\$13,000 \$227,000	CDBG Other City

- Strategy 1 Maximize the use of Geographic Information System (GIS) activities to document neighborhood needs and conditions and monitor change and program effectiveness.
- Strategy 2 Work with focus and target area neighborhoods to plan and implement neighborhood revitalization activities.
- Strategy 3 Carry out ongoing analyses and refinements to the City's Analysis of Impediments (AI) to Fair Housing, and continue actions to assess the efficacy of strategies to remove barriers to fair housing in the community.
- Strategy 4 Complete special studies to guide redevelopment in the Antelope Valley Study Area, particularly adjacent to and in between the new creek and roadway.

Activity/Program	Goals	Budget	Sources
Antelope Valley Blight Study	NA	\$35,000	EDI Grant
Economic Feasibility Study	NA	\$17,000	EDI Grant

**Capacity Building: Strengthen and maintain the viability of the City's older neighborhoods through planning, marketing and leadership development.**

- Strategy 1 Ascertain "capacity building" needs of neighborhood associations, and work to establish a mechanism for meeting needs identified.
- Strategy 2 Promote older neighborhoods as attractive and desirable places to live.

Activity/Program	Goals	Budget	Sources
"Heart of Lincoln" Initiative	NA	\$5,000 \$125,215 \$15,000 \$61,535	CDBG  Private

- Strategy 3 Provide opportunities for leadership training to enable and encourage neighborhood residents to assume a greater role in building their neighborhood, impacting public policy, and becoming involved in the entire community.

**Public Participation and Information: Further the City's housing, community development and neighborhood revitalization strategies through increased public participation, public information, and technical assistance to community groups and individuals and other City departments.**

- Strategy 1 Support, improve, or establish procedures and mechanisms that inform the public and maximize public participation in the community development process.
- Strategy 2 Continue development and distribution of user friendly informational materials that promote the City's Housing, Economic Development, and Revitalization Programs.
- Strategy 3 Provide information that assists private citizens and organizations and government leaders and staff in community development activities.
- Strategy 4 Continue support for the Mayor's Neighborhood Roundtable (for a map of City neighborhoods, see map on the following page).